



# Employment Application

## STATE OF CONNECTICUT DIVISION OF CRIMINAL JUSTICE

An Equal Opportunity/Affirmative Action Employer

### General Instructions

- \* Please print or type all information requested on this form. If a question does not apply, please write **N/A** in the space provided.
- \* If you need additional space to respond, attach a separate sheet indicating the section to which you are responding.
- \* The Division of Criminal Justice may reject any incomplete application.
- \* The Division of Criminal Justice, as an equal opportunity employer, does not discriminate on the basis of race, color, age, religious creed, sex, sexual orientation, marital status, national origin, ancestry, veteran status, present or past history of mental disorder, learning disability, mental retardation, physical disability except in cases of bona fide occupational qualification, or other protected class under applicable law. Applicants for all positions will be considered without regard to any legally protected status. The Division of Criminal Justice does not discriminate against any **qualified applicant with a disability** as defined under the Americans with Disabilities Act and will make reasonable accommodations, when they do not impose an undue hardship on the agency. If you require reasonable accommodation to complete this application and/or any other aspect of the selection process please contact the Human Resources Unit at (860) 258-5800.

### Name and Address

Position Applying for (Please specify Title and Location):			PCN:	
Name of Applicant:				
Date of Application:				
Home Telephone:		( )	Business Telephone:	( )
Home Address (Number and Street, City, State and ZIP Code):				

### Education

Please list all schools attended (including high school, college, graduate school, law school or other). Use additional sheets, if necessary. Include honors and related educational activities.

Name of School	City and State	Major Subject	Graduate (Yes/No)	Diploma/Degree	Class Rank*

\*Law School, where computed

## Employment History

Please list only the employment that you believe qualifies you for the position for which you are applying. List all other experience in the **General Experience** section. Begin with your present or most recent employment and work backward. If additional space is required, attach a sheet using the same format.

Name of Employer	Address (City and State)	Job Title	
Duties	Hrs/Wk	Salary/Wage	Dates (mo/yr)
		\$	From ____ to ____
Reason for leaving:			

Name of Employer	Address (City and State)	Job Title	
Duties	Hrs/Wk	Salary/Wage	Dates (mo/yr)
		\$	From ____ to ____
Reason for leaving:			

## General Experience

Please list all other experience here. If additional space is required, attach a sheet using the same format.

Name of Employer	Address (City and State)	Job Title	
Duties	Hrs/Wk	Salary/Wage	Dates (mo/yr)
		\$	From ____ to ____
Reason for leaving:			

Name of Employer	Address (City and State)	Job Title	
Duties	Hrs/Wk	Salary/Wage	Dates (mo/yr)
		\$	From ____ to ____
Reason for leaving:			

## Military Experience

Have you served in the military?

Yes	No	If yes, what branch?	Dates of Service
			From ____ to ____

## Bar Admissions (Attorneys)

*This section applies only to positions requiring a law degree. All other applicants should go to the next section.*

JURIS NUMBER: \_\_\_\_\_

Court	Date Admitted	In Good Standing? (Yes or No)

## Licenses and Certificates

*Please list here any licenses or certificates you hold which are valid and in good standing, including driver's licenses.*

Name or Description	Issued by	Date	Number

## Additional Information *(Attach additional pages, if necessary)*

1. If you are an attorney, have you ever been disciplined by the bar of any state or the federal bar? ☐ Yes ☐ No ☐ Not Applicable
2. Do you speak, read or write any language other than English? *(Your answer is voluntary unless required by the job announcement.)*  
☐ Yes ☐ No If yes, what language(s): \_\_\_\_\_
3. Why are you interested in employment with the Division of Criminal Justice? \_\_\_\_\_  
\_\_\_\_\_
4. May we contact your employer for information about your duties? ☐ Yes ☐ No  
If yes, provide supervisor's name: \_\_\_\_\_

**The applicant may provide any other information or experience that he or she believes would be relevant to the application process by attaching additional sheets.**

## Certification

I have answered all of the above questions to the best of my ability. I hereby certify that there are no omissions of any kind and no representations or falsifications, and the above answers are true, accurate and complete and are made in good faith. I understand and acknowledge that any omission, misrepresentation or falsification may be grounds to discontinue further consideration of my application, for immediate termination of my employment at any time if hired and/or for such penalties as may be prescribed by law or administrative regulation. I also understand that application and appointment to a temporary position is no guarantee of appointment to a permanent position or future employment.

**Review this application and your answers CAREFULLY before signing!**

\_\_\_\_\_  
*Signed (Applicant)*

\_\_\_\_\_  
*Date*



# Affirmative Action/Equal Opportunity Employer

## Application for Employment Supplement

### STATE OF CONNECTICUT DIVISION OF CRIMINAL JUSTICE

The Division of Criminal Justice is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of any legally protected status. The information requested in the following questions does not affect consideration of your application for employment, or terms or conditions of employment, if hired. The following information is requested to assist us in complying with Affirmative Action/Equal Opportunity requirements and pursuing the objectives of our Affirmative Action Plan. **Providing this information is completely voluntary and may be declared at any time prior to, or if applicable, after hire.**

Social Security Number:		Position Control Number (PCN)	
Name:			
Address:			
Date of Birth:	/	/	Gender
			M
			F

	<b>Black or African-American:</b> A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."				
	<b>Hispanic or Latino:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.				
	<b>White:</b> A person having origins in any of the peoples of Europe, North Africa, or the Middle East.				
	<b>American Indian or Alaskan Native:</b> A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.				
	<b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.				
	<b>Native Hawaiian or Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.				
	<b>Veteran</b>		<b>Vietnam-Era Veteran</b>		<b>Veteran with Disabilities</b>

### Source of Job Information

Where do you learn about this employment opportunity? Check the appropriate box(es):

- ☐ Posting in law school      ☐ State Personnel Division      ☐ Job Service Office      ☐ Internet Website
- ☐ State Office other than Personnel Division or Job Service
- ☐ Community Organization. Please specify: \_\_\_\_\_
- ☐ Radio or Television announcement. Please specify: \_\_\_\_\_
- ☐ Advertisement in a professional journal or newspaper. Please specify: \_\_\_\_\_
- ☐ Other. Please specify: \_\_\_\_\_

**Thank you for your interest in the Division of Criminal Justice.**